

**COMPLAINT INVESTIGATION SUMMARY**

<b>COMPLAINT NUMBER:</b>	<b>1786.01</b>
<b>COMPLAINT INVESTIGATOR:</b>	<b>Jane Taylor-Holmes</b>
<b>DATE OF COMPLAINT:</b>	<b>July 27, 2001</b>
<b>DATE OF REPORT:</b>	<b>August 24, 2001</b>
<b>REQUEST FOR RECONSIDERATION:</b>	<b>no</b>
<b>DATE OF CLOSURE:</b>	<b>September 25, 2001</b>

**COMPLAINT ISSUES:**

Whether the Western School Corporation and the Kokomo Area Special Education Cooperative violated:

511 IAC 7-25-4 with regard to the school's alleged failure to conduct an educational evaluation and convene the case conference committee (the "CCC") within sixty instructional days of the dated of the parent's written consent.

**FINDINGS OF FACT:**

1. The student (the "Student") is seven years old and completed the first grade at the local elementary school (the "School") during the 2000-01 school year. The Student is eligible for special education and related services as a student with a learning disability ("LD").
2. The Complainant signed a Referral for Multidisciplinary Educational Evaluation (the "Referral Form") on February 28, 2001. The Principal also signed the Referral Form on February 28, 2001.
3. Spring break for the local school corporation was April 2, 2001, through April 6, 2001. There were no other days that School was not in session.
4. The Multidisciplinary Educational Evaluation report indicates that the Student was evaluated on April 17 and 20, 2001. The Prior Written Notification of Case Conference/Annual Case Review Meeting (the "Notification") indicates that the Complainant was contacted by the School via telephone on May 15, 2001, regarding the CCC meeting. The Notification indicates that it was mailed to the Complainant on May 15, 2001. The CCC met on May 31, 2001, and the Student was found eligible for special education and related services as a student with a LD.

**CONCLUSIONS:**

1. Findings of Fact #2, #3, and #4 indicate that the Complainant gave written consent for the Student's educational evaluation. However, the CCC did not convene within sixty instructional days. A violation of 511 IAC 7-25-4 occurred with regard to conducting the educational evaluation and CCC within sixty instructional days.

**The Department of Education, Division of Special Education requires the following corrective action based on the Findings of Fact and Conclusions listed above.**

**CORRECTIVE ACTION:**

The Western School Corporation and the Kokomo Area Special Education Cooperative shall:

1. conduct an inservice training for all local school corporation professional personnel regarding the requirement to conduct educational evaluations and CCC meetings within sixty instructional days of the date of parental written consent. A copy of the inservice training agenda, along with a signature sheet of attendees by name and title, shall be submitted to the Division no later than September 21, 2001.

DATE REPORT COMPLETED: August 15, 2001